

FREDERICK COUNTY COMMISSION ON AGING MINUTES
FMH Crestwood
7211 Bank Court, Frederick, MD

April 10, 2017, 1:00 PM

COA MEMBERS	DOA STAFF	EXCUSED	GUESTS	GUESTS
Mary Beachley	Kitty Devilbiss	M.C. Keegan-Ayer	Joe Berman	Michael Paris
Elizabeth Chung	Monica Grant	Randy McClement, Mayor	Karl Bickel	Kay Sheiss
Tom Lawler	Cindy Hock	Bobbie Speace	Ray Brown	Savannah Shores
Dianne Lewis	Sue Ramsburg		Amanda Crawford	Lori Stup
Ann McDermott	Karen Saul		Kate Cresswell	Peggy Vaughn
Tish Raff	Steve Stoyke		Shirley Grier	Marva Younger
Marie Reeves	Carolyn True		Pauletta Handy	
Leslie Schultz			Melinda Hite	
Thea Uhlig-Ruff			Margaret Jackson	
Sandra Wastler			Judy Kendro	
			Elizabeth Knott	
			CindyKokoski	
			Geoff Littrell	
			Veronica Lowe	
			John Martin	
			Eileen McLaughlin	
			Terry Miller	

- I. Call to Order** – Dianne Lewis called the meeting to order at 1:05 pm.
- II. Welcome & Introductions** – Dianne welcomed all attendees. She gave a brief description of the Commission and its goals. Commission members around the table introduced themselves. There was a delay in today's presentation and members of the audience were invited to introduce themselves.

- III. **Action on the Agenda** – There are no additions to the agenda today. However, Katie Hemler will not be at today's meeting to present information about Friends of MoWs.
- IV. **Approval of Minutes** – The minutes of the March 12th meeting were approved. All were in favor. Marie Reeves suggested the information in Section VIII which referred to a discussion on the handbook was not adequate and this item should be added to a future agenda because she believes the topic needs additional attention. All were in favor.
- V. **Meals on Wheels, Katie Hemler, Vice President Board of Friends of MoW, Monica Grant, Director Citizens Services Division, Carolyn True, Director, Dept. of Aging** - Dianne introduced Monica Grant and Carolyn True to the audience. Katie Hemler is not able to attend today's meeting. Because there has been so many questions and interest by the Commission regarding the MoWs program, this will be a comprehensive overview of the entire program. The Department of Aging has many programs that provide vital services to the seniors of Frederick County. Monica appreciates the opportunity to present information on this specific program.

Monica reviewed the information contained in a PowerPoint presentation. The MoW program and related services may vary from county to county. This program does not just deliver food to seniors local, but is an important component to those people who want to age in place. The application process for entry into the program allows an applicant to be screened for other qualifying subsidy programs. However, not everyone who applies for the program is eligible as there are specific criteria for the program. The Frederick County program has multiple partners that help to support their mission.

Monica reviewed some statistical information based on data provided by the MoW staff. There has been an 82% increase in the number of meals delivered over the last ten years. Frederick County is providing more MoW services/meals than any of its neighboring counties.

Carolyn reviewed information on the MoW routes and how the meals are delivered. Currently there are twenty routes with meals coming from various vendor sites. The Department is fortunate to have public and private partners which contribute to the program's success. There are currently 217 volunteers who deliver meals to vulnerable citizens in Frederick County. These volunteers are a critical part of this program. They may be the only person who sees the citizen/senior that day. They bring information back to the staff when they have concerns about the client's well-being. Carolyn

thanked the volunteers who take the time every day to make a difference in the program. There will be an event to recognize all Department volunteers at Homewood at Crumland Farm on Friday April 29th. Staff periodically have to fill in meal delivery slots when there are not enough volunteers to complete the routes. There is currently a waiting list of twenty-nine people waiting for access to the program. This list is fluid and new people are added as current clients no longer need the services. The routes are limited because of food temperatures and the time it takes to deliver the meals. Frederick County is very large geographically and some of the routes are longer in mileage.

Because the meals are provided using Federal and State funds there are nutritional guidelines that must be followed. There are also safe food handling requirements that must be followed. The meals may not be what some clients would like to eat, but they are nutritionally sound based on the dietician's recommendations. There are multiple food vendors who provide the meals. Currently the vendors are Business Food Solutions, the Frederick County Detention Center and Homewood Nursing Home. There is a contract bidding process which is performed by the Frederick County Procurement Department. The Department of Aging will be adding a temperature controlled van to their program soon. This van has the capability to carry 200 hot and cold meals. This will allow meals to be delivered to a wider geographical area. This purchase was made possible by fundraising done by Friends of Meals on Wheels.

Carolyn reviewed the funding streams for the program. The majority of the funding is provided by the County government. Because there are Federal funds involved clients cannot be denied services based on their ability to pay. Donations can be made on the new Department estore.

This program provides a survey to get the opinion from the clients who receive services. This information is provided annually to the State of Maryland. Eighty-nine percent of the clients surveyed report that MoWs allows them to remain in their home. Information packets were distributed to members of the audience. This presentation has been shared with County Executive Gardner and she has asked that it be shared with the County Council as well.

Q – What is the difference between home-delivered meals and meals on wheels?

A – The HDM (home delivered meal) program is funded federally through the Older Americans Act and provides meals to those 60 and older. Because MoWs has less

federal funding restraints it can serve vulnerable citizens 18 and older.

Q – Why are the client contributions so low for the current year?
How do you solicit donations?

A – The amount for the current year in the slide is a projected amount not actual amount. There is a request for contribution in the welcome to the program letter, but no payment is required. Staff routinely talk with the family and clients about contributions.

Q – Can you get added to the United Way list for donations?

A – That fundraising option is strictly for non-profit agencies. This would be an option for the Friends of Meals on Wheels. Friends of MoW does some inserts in the *Frederick News Post*. Those funds are then forwarded to the MoW program as grant awards and are used for food costs only. Donations are also received via the Departments estore option. Donations are tax deductible.

Q – What is the scope of commitment for the volunteers? Will this work for organization teams?

A – The Volunteer Coordinator will work with organizations to host a MoW route. There is a one hour orientation and Karen will bring that orientation to your work site.

Q – Is there a screening process for the MoW volunteers?

A – There is an application process which includes a background check.

Q – What other services can someone access when they apply for MoW?

A – Everyone who applies is referred for a Level One Screen to see what other services they qualify for or need access to. Questions are asked regarding income and needs in the home. For example, they can be screened for Medicare subsidies, food stamps, and Energy Assistance based on their income and their needs. They may be referred to other local agencies as needed.

Q – Is Frederick County doing a better job than other counties?

A – The state's goal is for all Maryland Access Programs to be person centered. Some counties have more staff and may have access to programs more quickly. Frederick County has many long standing partnerships which make it so effective.

Q – When do you see the person once they call in?

A – They get a call back within 24 hours. Staff get out for a one on one screening visit as soon as possible. Sometimes multiple calls need to be made to the client in order to get a coordinating time.

Q – Are routes available for the 29 people on the wait list?

A – The list is fluid. People come off the program and people can be added on as that occurs. Some parts of the county are more difficult to access. The Department can deliver shelf stable emergency meals when necessary to ensure clients (or non-clients) have the nutrition they need.

Q – What does the proposed cut in Federal funds do to this program?

A – The Federal funding for this program is low compared to the Federal funding impact for some of the other senior programs the Department offers.

Q – Why is there such a low response for food vendors? Is the packaging included in the restrictions?

A – The requirements and restrictions for this contract are very strict which may deter some vendors from applying. The packaging is not restricted in order to keep the costs in line.

Q – Will the new temperature controlled have an effect on packaging?

A – This will be looked into when the new van is put in use.

VI. Public Comment – No public comment at today's meeting.

VII. Unfinished Business, Dianne Lewis – No unfinished business to report on this month.

VIII. New Business

Program Planning – Leslie Schultz – Leslie shared the location/presentation for next month's meeting. It will be at the Brunswick Regional Library and the guest speaker will be Dana French. The meetings are typically held at FMH Crestwood but the Commission is getting out to other areas for citizen convenience. She provided updated meeting schedules at today's meeting.

Bylaws/Bylaw Committee Update/July Summer Break, Dianne Lewis – Dianne stated that she will be putting together a By-Law Committee if anyone is interested. She spoke about the Commission Executive Committee and made a motion to add Leslie Schultz and

Thea Ruff to this Committee. Tom seconded the motion. All were in favor. It is the practice of this Commission to take a summer break. Typically the group does not meet in July. Thea made a motion to skip July's meeting. Leslie seconded the motion. All were in favor.

Health and Wellness, Mary Beachley – Mary stated that the next meeting is directly following this meeting. The group did a presentation in Thurmont recently. The April issue of *Senior Living* has an article about the fall prevention campaign. They will continue to contribute their Fall Prevention flyers. Their focus is specifically on risks that cause falling in the home.

Aging in Place and Community, Thea Ruff – Thea stated that this subcommittee will initiate their pilot project this week in Walkersville. They will be meeting with the community leaders this week and will meet with the local senior group in May. She stated that the group has a slide presentation for the Commission to use during presentations. The group has also created seven self-assessment questionnaire to be used when meeting with communities. Carolyn asked that these documents be forwarded to the Department of Aging. Marcy Gouge is new to the Commission but she has worked with sub-committee on Aging in Place. She has also started teaching some classes at FCC.

Nominating Committee, Bobbie Speace – Bobbie was not at today's meeting. Dianne stated that Bobbie will not be on the Commission when her current membership ends in June. There will be a need for someone to Chair the Nominating Committee. Let Dianne know if you would be interested. The Committee has received four letters of interest and interviews will be set up soon. Carolyn requested that she be included in the interview process.

United Seniors of Maryland (USM), Tish Raff – Tish attends the USM meetings and brings information back to this Commission. She reports that today is the last day of the legislative session. They did pass some Bills that are important to seniors and their families which Tish reviewed at today's meeting. Next month, members of all the caucuses will explain their role in the General Assembly.

Approval of Subcommittee Reports – No action.

4/10/17

Announcements – Leslie stated that the May meeting will be held in Brunswick not at FMH Crestwood as indicated on the agenda.

Dianne asked that guests please make sure to sign in and leave their email address so they can be added to the Commission contact database.

Elizabeth Chung wanted to publically thank Tish Raff for all her input and assistance on this Commission. Tish's term will be ending in June. Elizabeth also stated that she agrees with Monica with the need for volunteers. She can give anyone information on the RSVP program.

IX. Adjournment -

Dianne thanked everyone for attending today's meeting. The meeting adjourned at 2:50 pm.

Respectfully submitted,

Susan M. Ramsburg
Recording Secretary